# ACCESS

## Registration

To become a CM/ECF registered user, begin by visiting the court's website at **www.nyeb.uscourts.gov**. Go to the link for *Electronic Case Filing* and download the appropriate documents.

## Training

On the CM/ECF page, you will find the form to schedule training. The attorney must complete training with a court trainer before access is given to the system. If there are several people in your office to be trained, group training is available. You will be assigned a training password to access the training database on the day of training. Once training has been completed you may apply for a *live* password and will be authorized to file documents in the live CM/ECF system.

*[NOTE: A different set of logins and passwords are issued for the training and the live systems]*

> **For Electronic Case Filing Help,
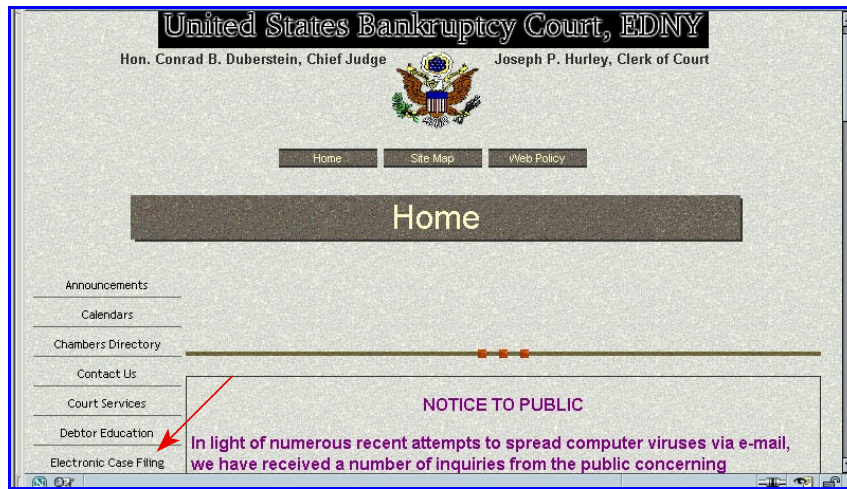> call our
> ECF Help Desk Line at**
>
> **347 394 1700 press 6
> or
> 631 712 6200 press 6**

## Site Entry

Users can access the system directly at **https://ecf.nyeb.uscourts.gov** or through the Court's Internet Web Page at: **http://www.nyeb.uscourts.gov**

**STEP 1**         Click on the menu link *Electronic Case Filing* on the leftside of the page.



**Figure 1**

*NOTE:* If our home page is ever down, you may access ECF by using this link: **https://ecf.nyeb.uscourts.gov**

**STEP 2**         Select the Document Filing System **(Live)**, or the **Training Database.**

# Login

A Login screen prompts the user for the login and password:



**Figure 2 -** *Live Login Screen*

**STEP 1**    Enter your Login and Password in the appropriate fields. Click on **Login** to transmit information to the system

> ▸    If an invalid combination is entered, the system will respond with an error message. Click on **Back** to retry.

> ▸    If you get an error message, click on **Clear** to delete the login and password entries, then re-enter
> **(Note: system is sensitive to upper and lower case lettering)**

> ▸    The entry of a valid login and password combination will prompt the system to display the Main Menu

**STEP 2**    Choose from the main menu options at the top of the page:



**Figure 3**

> ▸    **Bankruptcy** – brings up the **Bankruptcy Events** menu from which you make a selection to open bankruptcy cases, docket pleadings, etc. in a bankruptcy case.

> ▸    **Adversary** - brings up the **Adversary Events** menu screen from which you make a selection to open an adversary proceeding, or docket pleadings, etc. in an adversary proceeding.

> ▸    **Query** – brings up the Query screen, allowing retrieval of a variety of information for specific cases.

> ▸    **Reports** – brings up the **Reports** menu from which you may access a number of reports for single cases or multiple cases.

> ▸    **Utilities** – brings up the Utilities menu, allowing maintenance of user accounts, notification, etc.

> ▸    **Logout** – returns you to the **Login** screen.